

[[TITLE:RT-RELEASE NOTES 4.61
[:NUMBER:SET=1
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RELEASE NOTES: CHCS-4.61 - RT

This release contains changes to existing software resulting from SIRs and the following UDFs: Medical Record Retirement/Retrieval (PAD 092251), Ambulatory Procedure Visits - Record Tracking Modifications (PAD 092412), and Record Tracking Modifications - Pull List by Provider (RAD 091251).

Release Notes are included in the OLUM and transmitted via separate messages by system or subsystem for each software version.

[[SEARCH:SPECIAL CONCERNS
[:K:SPECIAL CONCERNS
1. SPECIAL CONCERNS

Site Operations Personnel: Be sure to read the CHCS Installation Guide for any further software installation concerns.

[[SEARCH:DIFFERENCES FROM PREVIOUS SOFTWARE VERSION
[:K:DIFFERENCES FROM PREVIOUS SOFTWARE VERSION
2. DIFFERENCES FROM PREVIOUS SOFTWARE VERSION

Medical Record Retirement/Retrieval (PAD 092251)

The Medical Record Retirement/Retrieval project supports identifying and reporting records eligible for retirement and transfer from a medical treatment facility (MTF) to the National Personnel Records Center (NPRC).

The Transfer/Retire Menu (FE) for Medical Record Tracking processing has been revised to support this project. The Transfer/Retire Menu includes three new options: Create Record Index (CRI), Edit/Process Record Index (EPR) and Delete Record Index (DEL). The previous menu options, Create List for Record Transfer/Retire, Edit Transfer/Retire List, Delete Transfer/Retire List, Process Transfer/Retire List and Print Transfer/Retire List are now only available through the Image Tracking Menu.

The new menu option, Create Record Index (CRI), allows you to create a record index that contains records that are eligible for retirement or transfer to another facility. You may set parameters specific to the type of records being retired or transferred. The record index may be sorted alphabetically or by terminal digits.

The new menu option, Edit/Process Record Index (EPR), allows you to perform activities associated with editing and processing the record index. You may remove or add records to the record index and record the associated box number in which the record is packaged. You may also create, edit and print a Shipment Data file which contains information regarding the facility retiring the records. The Shipment Data file replaces the Records Transmittal and Receipt form (SF 135). This option also allows you to place the record index and Shipment Data file into an American Standard Code for Information Interchange (ASCII) format. A bulletin is generated to notify the ASCII Mail Group members that the ASCII version of the record index and Shipment Data file are ready to be placed on a diskette for shipment.

The new menu option, Delete Record Index (DEL), allows you to delete a record index and its associated Shipment Data file.

Ambulatory Procedure Visits - Record Tracking Modifications (PAD 092412)

Modifications have been made to the Record Tracking functionality to support Ambulatory Procedure Visits (APV). A new record type, APV, allows you to create an APV record for patient encounters that last less than 23 hours and 59 minutes. The Type of Record Set-up (TYS) option now allows for an APV record type to be entered. A new option, Create APV Record (APV), is located in the Patient Appointment and Scheduling (PAS) functionality. The option is located on the Track & Request Medical Records Menu. This option allows you to create an APV record after the patient is "arrived" for an ambulatory procedure. The Label Formatter (LF) option has been revised to include the field name, APV Tracking Number, for use on APV labels.

Record Tracking Modifications - Pull List by Provider (RAD 091251)

The Print Pull List(s) (PT) option now allows you to sort pull lists by provider name.

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[[SEARCH:Charge-Out Record  
[:K:Charge-Out Record Option
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TM Transaction Menu

OT Charge-Out Record Option

The system now prevents users from adding new hospital locations when charging out a record. This prevents incorrect and duplicate entries being created in the Hospital Location file. Two new fields have been added to the Record Tracking Application file. These include Borrower File Laygo Key and RT Fileroom Specific Location File Laygo Key fields. The Borrower File Laygo Key field allows the RT system manager to place multiple levels of security on the ability to LAYGO entries into the Borrowers file and RT Fileroom Specific Locations file. (This SIR also affects the following options:

Request a Record
Borrower Set-up.) (SIR 23617)

[[SEARCH:Create a Label/Record/Volume
[:K:Create a Label/Record/Volume
TM Transaction Menu
CV Create a Label/Record/Volume

The system no longer prints routing cards from the pull list for appointments that have been cancelled. The pull list has been modified to print an asterisk (*) at the beginning of the Requester field and at the end of the Time field to indicate that this appointment has been cancelled. (This SIR also affects the following option:

Print Pull List(s).) (SIR 18113) (SCC 931100249)

[[SEARCH:Print Pull List(s)
[:K:Print Pull List(s) Option
PL Pull List Functions Menu
PT Print Pull List(s)

The system now displays the correct status of individual patient medical records when these records are charged out. Previously, the status of the records appeared correctly as "Charged Out" but the status of the individual patients within the clinic appeared as "Requested" instead of "Charged Out". (This SIR also affects the following option:

Fill A Request.) (SIR 23901) (SCC 951100809)

When printing Pull List(s), in addition to sorting the pull list by terminal digits; by clinic name, then by terminal digits; clinic name,
then by appointment time; clinic name, then by patient name; you may sort the pull list(s) by provider name, then by terminal digits.
(UDF RAD 091251)

[[SEARCH:Create a Pull List
[:K:Create a Pull List Option
PL Pull List Functions Menu
TE Create a Pull List

This option has been updated to support the Medical Records Retirement/Retrieval project. The message THE SELECTED RECORD IS PENDING RETIREMENT. TRANSACTION OF THIS RECORD MAY CAUSE IT TO BE INELIGIBLE FOR RETIREMENT. OKAY? NO// displays if you select a record that is eligible for retirement and transfer to the NPRC. (This UDF affects the following options:

AP Add Requests to Pull Lists
DR Delete a Record
AC Inactivate/Re-Activate Records
TR Facility Transfer
PC Patient Check-Out
RE Re-Charge Records
FR Flag Record as Missing
MR Move Records to Other Fileroom
IN Check-In Record
OT Charge-Out Record
NO Designate Requests as 'Not Fillable'
RA Request a Record
FR Fill a Request.) (PAD UDF 092412)

[[SEARCH:Create Batch and Pull Lists from Schedules
[:K:Create Batch and Pull Lists from Schedules Option

BR Batch Record Creation Menu

IN Create Batch and Pull Lists from Schedules

The system no longer generates a PAS pull list when generating a pull list for Image Tracking and there are PAS clinic appointments on the same date. (SIR 25924) (SCC 960900704)

[[SEARCH:Cancel Request from Pull List
[:K:Cancel Request from Pull List Option

PL Pull List Functions Menu

FR Cancel Request from Pull List

The system no longer prints an error message when the users enter a double question mark (??) at the "Select Request" prompt when canceling a request from the pull list. This problem only occurred if a populated pull list exists. In addition, the File Room Staff Key and File Room Supervisor Key fields are now required. If these fields do not have any data, the system displays a message and does not allow you to file the record. (SIR 24620)

[[SEARCH:Record Inquiry
[:K:Record Inquiry

IN Record Information Menu

RI Record Inquiry

Previously, when a record was transferred using the Facility Transfer option (TR), the system was not updating the patient's record location in the Record Inquiry. The system now updates the patient's record location. (SIR 24199) (SCC 960100200)

[[SEARCH:Short Record Inquiry
[:K:Short Record Inquiry

IN Record Information Menu

SR Short Record Inquiry

This option has been updated to support the Medical Record Retirement/Retrieval project. The message *** PENDING RETIREMENT *** prints below the record for all records that have been placed on the Record Index. This message indicates that the record is eligible for retirement and transfer to the (NPRC) (PAD UDF 092412)

```
[[SEARCH:Create List for Record Transfer/Retire
[:K:Create List for Record Transfer/Retire Option
FE Transfer/Retire Menu (Image Tracking Menu)
CL Create List for Record Transfer/Retire
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The help text for the "Movement Activity" field has been corrected to include the sentence, "This parameter will not apply to records being moved to another fileroom in the Transfer/Retire Option".
(SIR 25659)

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[[SEARCH:Create Record Index
[:K:Create Record Index Option
FE Transfer/Retire Menu (Medical Records Tracking Menu)
CRI Create Record Index
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A new option, Create Record Index (CRI), has been added to allow you to create an index of records that are eligible for retirement or should be transferred to another facility. You may set parameters specific to the type of records being retired or transferred. The record index may be sorted alphabetically or by terminal digits.
(PAD UDF 092251)

```
[[SEARCH>Edit/Process Record Index
[:K>Edit/Process Record Index Option
FE Transfer/Retire Menu (Medical Records Tracking Menu)
EPR Edit/Process Record Index
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A new option, Edit/Process Record Index (EPR), has been added to allow you to perform activities associated with editing and processing the record index. These activities include printing the record index, removing the record index, adding records to the record index, assigning box numbers to the record index, creating, editing and processing the Shipment Data file. (PAD UDF 092251)

```
[[SEARCH>Delete Record Index
[:K>Delete Record Index Option
FE Transfer/Retire Menu (Medical Records Tracking Menu)
DEL Delete Record Index
```

A new option, Delete Record Index (DEL), has been added to allow you to delete a record index and its associated Shipment Data file.
(PAD UDF 092251)

[[SEARCH:Label Formatter
[:K:Label Formatter Option

SD System Definition Menu
 LFM Label Functions Menu
 LF Label Formatter

New fields have been added to the Label Print file for defining labels. These fields include, Patient Street Address 1, Patient Street Address 2, Patient Street Address 3, Patient City, Patient State, Patient ZIP Code, and Home Division. (UDF RAD 091251)

A new field, APV Tracking Number, has been added to the Label Print file for defining APV labels. (UDF PAD 092412)

The system no longer prints the incorrect field name, UNIT SHIP ID on labels. The UNIT SHIP ID field has been renamed STATION/UNIT and now prints correctly on the labels. (SIR 25056)

[[SEARCH:Type of Record Set-up
[:K:Type of Record Set-up Option

SD System Definition Menu
 TYS Type of Record Set-up

A new field, Standard Record Type, has been added for defining the standard record type associated with the record type you are currently editing. (PAD UDF 092251)

The system now allows you to enter an APV record type to support the APV functionality. This record type allows you to create APV records. (PAD UDF 092412)

[[SEARCH:Application Set-up
[:K:Application Set-up Option

SD System Definition Menu
 APP Application Set-up

The help text for the "Months of Inactivity" field has been updated to reflect the change in the number of months that may be entered in this field. The user may enter a range between 0 and 500. (SIR 25659)

A new field has been added to support the Medical Records Retirement/Retrieval project. The new field, ASCII File Mail Group, is used to enter the name of the mail group whose members receive a notification indicating the record index and associated Shipment Data file have been converted to an ASCII file. (PAD UDF 092251)

[[SEARCH:Record Tracking System Overall Parameters
[:K:Record Tracking System Overall Parameters Overall

SD System Definition Menu

OVR Record Tracking System Overall Parameters

The system now correctly purges record requests and movement histories when the parameters in the Record Types file and the Overall System Parameters file are set up correctly. (SIR 25391)

[[SEARCH:Patient Arrival
[:K:Patient Arrival

EP Exam Processing Menu AP Patient Arrival

The system no longer displays an error message when the user arrives a patient in a location where the fileroom is set up incorrectly. Instead of displaying an error message, the system now displays a message indicating that the fileroom is set up incorrectly.
(SIR 25755)

[[SEARCH:OTHER
[:K:Other

OTHER

The system now displays the Medical Record Tracking Menu on the Secondary Menu. (SIR 28044)

[[SEARCH:SUBSYSTEMS AFFECTED BY THIS RELEASE
[:K:SUBSYSTEM AFFECTED BY THIS RELEASE
3. SUBSYSTEMS AFFECTED BY THIS RELEASE

The following release notes are being distributed for this software release:

CLN, DBA, DTS, FQA, LAB, MCP, MSA/TPC, PAD (INCLUDING MASCAL), PAS, PHR,
RAD, R/IT, TOL, and WAM.

